

Submission of General Valuation Data

Introduction to the System

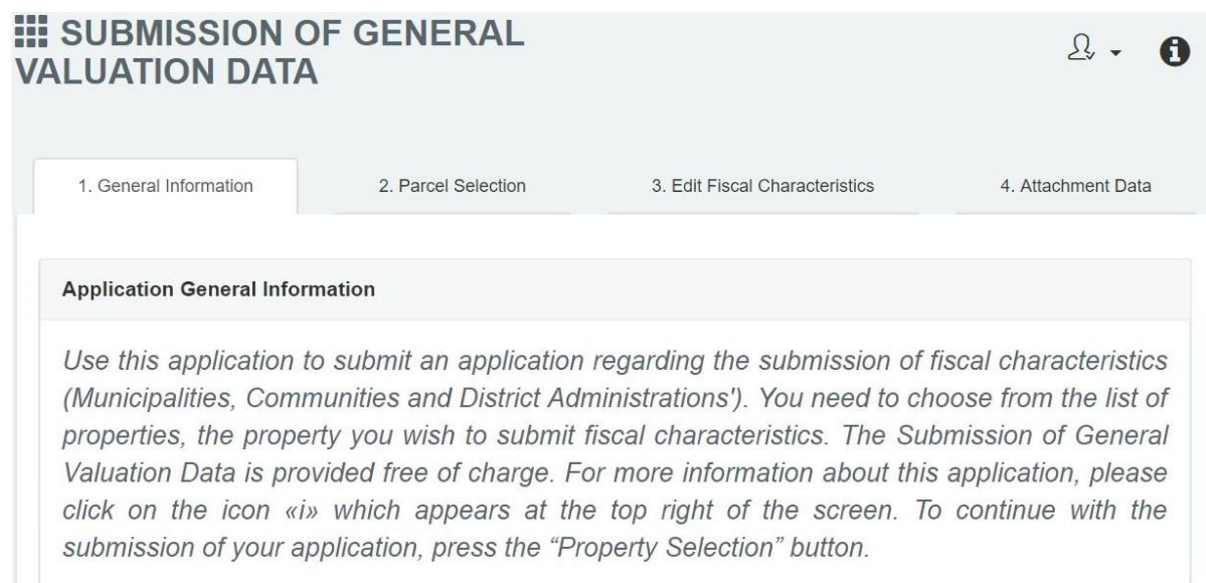
After the user locks into the system, it automatically displays the page "**Dashboard**" which shows the available electronic applications. From the application list, the user selects the application "**Submission of General Valuation Data**" and the application opens.

The application of "**Submission of General Valuation Data**" consists of four tabs:

1. General Information
2. Parcel Selection
3. Edit Fiscal Characteristics
4. Attachment Data

1. General Information

Tab 1 "General Information" includes a short description of the application.



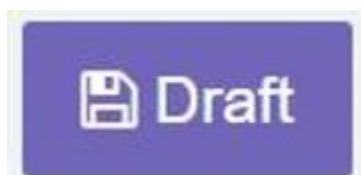
SUBMISSION OF GENERAL VALUATION DATA

1. General Information 2. Parcel Selection 3. Edit Fiscal Characteristics 4. Attachment Data

Application General Information

Use this application to submit an application regarding the submission of fiscal characteristics (Municipalities, Communities and District Administrations'). You need to choose from the list of properties, the property you wish to submit fiscal characteristics. The Submission of General Valuation Data is provided free of charge. For more information about this application, please click on the icon «i» which appears at the top right of the screen. To continue with the submission of your application, press the "Property Selection" button.

Saving temporarily the application



The user can proceed to save a temporary application throughout the procedure for completing the application by selecting the "**DRAFT**" option which appears at the bottom of the screen in all application screens. The application will be saved in the system without being

completed and an application number will be given. The user may find this application on the page [[MyApplications|My Applications]] and may complete or cancel it.

2. Selection of the Plot

The user can select the plots on which he will work, by proceeding to tab 2 "**Parcel Selection**".



The user may proceed to search for the plot by entering the data of the property or the geographical area on which he will work and which he can specify by using the following search criteria:

- **District**
- **Municipality**
- **Quarter**
- **Selection by:**

Map Reference	Registration No
<ul style="list-style-type: none">• Sheet• Plan• Block• Scale• Parcel No	<ul style="list-style-type: none">• Registration Block/Number• Registration No

Once the user has entered the details of the geographical area or the specific property he must press the "**Search**" function .The system will display the results based on the criteria entered by the user.

Please select Parcel

Property Type	District	Municipality	Quarter	Parcel No	Registration Block/Number	Location	Price 1980	Price 2013
+ FIELD	Nicosia	DIMOS STROVOLOU	AP. VARNAVAS & AG. MAKARIOS	414	10/406	TZIMIΣTPA	49.549,44 €	551.100,00 €
+ BUILDING SITE	Nicosia	DIMOS STROVOLOU	AP. VARNAVAS & AG. MAKARIOS	809	10/818	TZIMIΣTPA	108.000,00 €	846.800,00 €
+ BUILDING SITE	Nicosia	DIMOS STROVOLOU	AP. VARNAVAS & AG. MAKARIOS	811	10/820	TZIMIΣTPA	82.012,87 €	680.200,00 €
+ BUILDING SITE	Nicosia	DIMOS STROVOLOU	AP. VARNAVAS & AG. MAKARIOS	998	10/1021	TZIHMIΣTPA	52.966,64 €	485.600,00 €
+ BUILDING SITE	Nicosia	DIMOS STROVOLOU	AP. VARNAVAS & AG. MAKARIOS	1228	10/1264	TZIHMHΣTPA	148.400,00 €	1.047.000,00 €

From the results list, the user selects the property he wishes to work on. Immediately after the selection of the property the system displays a warning icon, with the following message:



No: The system will not proceed with the application.

Yes: The system displays information about the property selected by the user and automatically proceeds to tab 3 "Edit Fiscal Characteristics".

3. Processing Valuation Characteristics

This tab shows all the characteristics of the property chosen by the user. The first screen contains the following fields:

Property Details

The details of the property are shown as they appear in the title deed.

Property Type	District	Municipality	Quarter	Sheet	Plan	Block	Parcel No	Scale	Registration Block/Number	Location	Extend	Price 1980	Price 2013
BUILDING SITE	Nicosia	DIMOS STROVOLOU	AP. VARNAVAS & AG. MAKARIOS	21	62E1	10	1240	1:2500	10/1280	TZIMHITPA	595	17.086,01 €	446.300,00 €

Licences

The field "Licences" is displayed where the details of permits issued in respect of the property are entered in free text.

Concerning the Town Planning Permit, you should enter the number and date of issue. In the field of building permits please enter the number, the date of issue and the file number. If a final approval certificate has been issued you should enter the number and date of issue.

The following example is illustrative.

Licences	
Building Permits	Town Planning Permits
Building Permit 999/2007 / Date of Issue 15.06.2007 File No.B66/200 Final Approval Certificate no 222 dated 1.5.2013	<u>ΛΕΥ100/2006/</u> Date of Issue 15.01.2007

General Parcel Information

General Parcel Information	
Sub Property Kind	Extend
BUILDING SITE	595
Edit Details	

This field concerns the land characteristics. By selecting "**Details**", the user can see the characteristics of the parcel. By selecting "**Edit**", the user can edit the characteristics of the parcel.

General Building Information

General Building Information						
Registered	Registration Date	Building Name	Building Id	Sub Property Kind	Mark For Deletion	Comment
	12/03/2001		10019934	GROUND STOREYED RESIDENCE		
						Details Edit
+ Add Building						

The field "**General Building Information**" shows the existing buildings that are entered and created in the L.I.S., both the legal and fiscal buildings. If there are no buildings created the field appears blank.

Detailed Building/Unit Information

Detailed Building/Unit Information								
Registered	Registration Date	Unit Subproperty Id	Sub Property Kind	Common Share	Building Id	Building Name	Mark For Deletion	Comment
	15/05/2014	12972414	SEMIDETACHED RESIDENCE		12972412			Details Edit
	19/05/2014	12972416	INCOMPLETE UNIT		12972412			Details Edit

[Add Unit](#)

The "Detailed Building/Unit Information" field shows all existing units which are recorded and created in the L.I.S. both legal and fiscal units. If there are no units created the field appears blank.

Other Sub property Details

Other Subproperty Details				
Property Type	Application Yes/No	Quantity	Area	Information
Swimming Pool	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
External Building	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Warehouse	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basement	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parking Place	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sub-property includes auxiliary areas, swimming pool, external building, warehouse, basement, parking places and other which are of common use for all units existing in the property.

User Remarks

In this field please enter in free text any other information concerning the building

User Remarks
<input type="text"/>

Parcel Characteristics

Parcel Details

General Parcel Information	
Sub Property Kind	Extend
FIELD	2007

[Edit](#) [Details](#)

With the option **Details** the user can view the characteristics of the property.

With the option **Edit** the user can edit the characteristics of the property.

By activating the option **Edit** a new screen opens showing the following fields:

Parcel Details

Parcel Details

Sub Property * Kind: FIELD

Actual Use:

Additional

Characteristics

The characteristics of the building are now shown.

Additional Characteristics

	Current Value	New Value
Access Type	NONE	NONE
ROad Site Relation	NONE	NONE
Parcel Road Level		
Parcel Shape	REGULAR	REGULAR
Parcel View		
Parcel Environment		
Parcel Obstacle		
Parcel Nuisance		
Additional Information		

[Save](#) [Cancel](#)

It is noted that it is mandatory to maintain all the characteristics of the property, so as to give a true picture of each plot.

The left side of the screen shows the "**Current Value**", i.e. the characteristics that are recorded in the L.I.S. and the right side of the screen the "**New Value**", i.e. the features that will be entered by the user. The current value is blank where a feature is not maintained in the Land Information System (L.I.S.).

The following characteristics of the property should be recorded:

Access Type: Select the type of access to the property (eg. None, registered road, pathway, registered non- asphalted , non- asphalted , non-registered road, right of way, other)

Road site relation: Select the relationship with the road that is applicable e.g.,none, one side, corner/ privileged etc. Option "Corner /privileged " should be noted where the property is on the corner, or when one or more of its sides are adjacent to the road.

Parcel road level: Select the relationship of the property with the level of the road e.g. level to land, below land, over land etc

Parcel shape: Select the shape of the parcel

- **Regular:** The shape does not cause any problem to the development or use of the property. Usually plots with regular shape are described as those having a square or rectangular shape.
- **Irregular:** The shape of the parcel does not cause major problems in its use and development.
- **Very irregular:** Due to its shape, the use and development of the property is problematic.

Parcel View: Select the view of the parcel concerned.

- **Restricted:** Where there are obstacles blocking the view, for example, e.g. the property is at a much lower level than the neighboring blocks.
- **Standard:** Plots without a view attracting interest.
- **Premium:** Plots overlooking the forest or having an unobstructed view of the surrounding area.
- **Sea:** Plots adjacent to the beach or having direct sea view.
- **Spectacular:** Plots that are unique and have unobstructed view, combining mountain and sea.

Parcel Environment: Select the characteristic surroundings of the property. A green area may be a public green area or a forest. Do not record private plots with plantations etc.

Parcel Obstacles: Select obstacles existing on the property, such as caves and high voltage cables. Where possible, photos should be produced.

Parcel Nuisance: It concerns cases where there are intrusions near the property, such as proximity to an EAC sub-station and electricity pylons. The most important intrusion is selected and if there are more intrusions which significantly affect the value of the property, they should be noted in the field "**Additional Information**". Where possible, photos should

be produced.

Slope: It should be recorded in the "**Additional Information**" field in case the property is a steep slope exceeding 45° and cannot be developed.

After completing the work, the user activates the option "Save". After saving, the user is automatically transferred back to the previous screen. If the "Cancel" option is activated, he is transferred back to the previous screen without saving changes.

Other Sub property Details

Other Subproperty Details				
Property Type	Application Yes/No	Quantity	Area	Information
Swimming Pool	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
External Building	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Warehouse	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basement	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parking Place	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

These sub-properties are auxiliary areas, swimming pool, external building, warehouse, basement, parking place, other.

Please enter the sub-properties which are intended for common use by all units or where it is not determined to which unit they belong. In case it is specified in which unit they belong, they should be recorded on the page of the unit.

YES/ NO

Select the box corresponding to the sub-property existing on the real estate.

QUANTITY

Please record the number of sub-properties

AREA

Please enter the size of each sub-property

Note 1: Where part of the shed or basement is used as parking area, the number of parking spaces should be recorded in the corresponding field. The position where the parking spaces are located should not be calculated in the area of the shed or the basement.

Note 2: As regards the parking areas only covered parking areas should be recorded. Please enter their number, not their area.

User Remarks

In this field please record in free text, any other information relating to the property.

User Remarks

After completing the work the user activates the option **"Save"**. By saving the user automatically returns to the previous screen.

If the **"Cancel"** option is activated you return to the previous screen without saving changes.

Characteristics of Building and Units

General Building Information

General Building Information						
Registered	Registration Date	Building Name	Building Id	Sub Property Kind	Mark For Deletion	Comment
	09/05/2014	ΔΥΤΙΚΟ ΚΤΙΠΙΟ	12636901	BUILDING		Details Edit
	09/05/2014	ΑΝΑΤΟΛΙΚΟ ΚΤΙΠΙΟ	12636853	BUILDING		Details Edit

[+ Add Building](#)

The field **"General Building Information"** shows the existing buildings that are registered and created in the L.I.S., both legal and fiscal buildings. If there are no buildings created the field appears blank.

Detailed Building/Unit Information

Detailed Building/Unit Information								
Registered	Registration Date	Unit Subproperty Id	Sub Property Kind	Common Share	Building Id	Building Name	Mark For Deletion	Comment
	09/05/2014	12636886	GROUND FLOOR RESIDENCE AND YARD		12636853	ANATOLAIKO KTIPIO		
	09/05/2014	12636907	GROUND FLOOR RESIDENCE AND YARD		12636901	ΔΥΤΙΚΟ ΚΤΙΠΙΟ		

[Add Unit](#)

The field "**Detailed Building/Unit Information**" shows all the existing buildings that are registered and created in L.I.S., both legal and fiscal buildings. If there are no created buildings this field is shown blank.

Maintenance procedure of existing building and unit

Once the user selects the building at the bottom of the screen only units belonging to the specific building, if any, are shown. With the selection of the building, the functions **Edit**, **Details**, **Add Building**, **Add Unit** are activated both for the building and the units.

Details: With this option the user can see the characteristics that are registered and maintained in L.I.S.

Edit: With this option the user can edit the characteristics of the building or unit.

Edit Building

Activating the option **Edit** in the building, a new screen opens showing the following fields:

Details of Building

The upper part of the screen shows details of the building

Building Details	
Sub Property * Kind	BUILDING ▼
Actual Use	▼

Additional Characteristics

Here are the characteristics of the building. Please note that it is mandatory to maintain all the characteristics of the building, so as to give a true picture of each property.

Additional Characteristics		
	Current Value	New Value
Building Name	<input type="text" value="ΔΥΤΙΚΟ ΚΤΙΠΙΟ"/>	<input type="text" value="ΔΥΤΙΚΟ ΚΤΙΠΙΟ"/>
Building No of Units	<input type="text" value="1"/>	<input type="text" value="1"/>
Additional Information	<input type="text"/>	

The screen shows on the left the "**Current Value**", i.e. the characteristics that are registered in the Section and on the right side of the screen the "**New Value**", i.e. the characteristics that will be entered by the user. The current value is blank where a feature is not maintained in the L.I.S.

Please enter the following characteristics of the building:

Building Name: Where the building has a name, please enter this name. Where there are more than one buildings on the plot, please indicate the orientation of the building, e.g. West. In these cases you should attach the town plan showing the position of each building or a rough sketch showing the position of each building.

Building No of units: Please enter the total number of units existing on it (i.e. the total number of apartments, offices, shops, homes, etc. in the building).

Additional information: Please enter in free text other information relating to the building.

Deletion Details

Deletion Details	
Mark For Deletion	<input type="checkbox"/>
Comment	<input type="text"/>

The user can select the field "**Marked for Deletion**", if the existing building has been demolished. In the field "Comment" please give any information concerning the demolition of the building, such as the year of demolition , the number of demolition permit etc.

After completing this work the user activates the option "**Save**". On saving, the user automatically returns to the previous screen.

If the "Cancel" option is activated, the user returns the previous screen without saving changes.

Editing the Unit

Activating the option "Edit" in the unit opens a new screen showing the following fields:

Unit Details

The top of the screen shows the details of the unit




The screenshot shows a form titled "Unit Details" with a light gray header. Below the header, there are two dropdown menus. The first dropdown menu is labeled "Sub Property Kind *" and has a value of "GROUND FLOOR RESIDENCE AND YARD". The second dropdown menu is labeled "Actual Use" and is currently empty. Both dropdown menus have a small downward arrow on the right side.


The following types of units have been established:

- **HOUSING UNITS** includes Houses and Apartments
- **COMMERCIAL UNITS** includes Shops, Offices, Garages and Showrooms etc.
- **INDUSTRIAL UNITS** includes Laboratories, Industrial Warehouses, Factories, etc.
- **PUBLIC SERVICES AND ORGANISATIONS OF PUBLIC INTEREST** includes the Police, Forest, Fire Stations, Electricity Substations, Broadcasting and Telecommunication stations.
- **COMMUNITY SERVICES** includes Schools, Kindergartens, Public Nurseries, Orphans' Homes, Gyms, Sports Halls, Hospitals, Clinics.
- **RECREATION AND ENTERTAINMENT** includes Museums, Cinemas, Theatres, Libraries, Cafeterias, Restaurants, Recreation Centers.
- **FARMING UNITS** includes livestock premises, pens for farm animals etc

Unit Actual use: You should enter the actual use of the unit according to the local situation, if different from the license issued.

Mandatory and Additional Characteristics

Mandatory Characteristics		
	Current Value	New Value
Unit Year Built *	2012	2012 
Unit Class *	CATEGORY C	CATEGORY C ▼
Unit Condition *	FAIR	FAIR ▼
Unit Frame Type *		▼
Unit View Type *	STANDARD VIEW	STANDARD VIEW ▼
Fiscal Unit Enclosed Extent *	169	169

Additional Characteristics		
	Current Value	New Value
Fiscal Unit Covered Extent	25	25
Fiscal Unit Uncovered Extent		
Unit Semi Basement Extent		
Unit Basement Extent		
Unit Outbuilding Extent		
Unit Ancillary Extent		
Unit Pool Extent		
Unit Garden Extent (Hotels)		
Unit Parking Place Number	1	1
Unit Parking Place Type	ATTACHED	ATTACHED ▼
Flat No	Δ	Δ
Unit Floor Number	0	0
Unit Disability		▼
Unit Floor Total Number	1	1
Unit Refurbish Type		▼
Unit Refurbish Year		
Unit fiscal remark		
Additional Information		

Now it's the turn of the characteristics of the unit. The characteristics are divided into mandatory and additional characteristics. The mandatory characteristics are the minimum characteristics that must be completed so as to be able to submit the application electronically. Please note that it is mandatory to maintain all the characteristics of the unit, so as to give a true picture of each unit.

The left side of the screen shows the "**Current Value**", i.e. the characteristics registered in the Department and on the right side of the screen the "**New Value**", ie characteristics to be recorded by the user. The current value is blank where a characteristic is not maintained in the L.I.S.

The following characteristics of the unit should be recorded:

Unit Year Built: In the field "unit year built", the year of construction of each unit should be recorded. This is very important.

Unit Class: The category of the unit should be determined after an evaluation of the characteristics of the unit is made, in combination with the amenities and functionality of interior spaces and the description applicable for the category of the unit is selected. The category is divided into the following classes:

- **Luxury** This category covers units which are made with very expensive and quality exterior materials (stone, marble). Usually they have a swimming pool and large landscaped areas. Mostly, their area exceeds 350 m with special architectural design, while they are built on large plots of land.
- **Category A** covers units which are made with very good quality materials. They are usually independent and semi-detached houses and apartments that are of the same level of quality with the aforementioned types of residence. They are units which are usually designed to provide functional living spaces and amenities.
- **Category B** covers units which have been built with more conventional materials. The workmanship and materials are **good to moderate**. This category usually includes row of houses or standard housing estates.
- **Category C** covers units where the materials, both internally and externally are of low quality.
- **Category D** covers units constructed with outdated and poor materials and have a low economic value.

Unit Condition: The field "**unit condition**" concerns the physical condition of the unit and the level of maintenance. The details of the physical condition of the unit should be recorded. Based on the above, for each building / unit, one of the following four main categories should be selected:

- **Very good**
- **Good** (well preserved)
- **Fair** (good but some shortcomings identified)
- **Poor** (facing serious problems)

Unit Frame Type: Select the type of frame of the unit. If it is built with stone or mud brick, or with reinforced concrete (concrete and iron). If it is prefabricated, metallic or wooden frame should be selected and recorded in the "Additional Information" field appearing at the bottom of the screen, indicating that the unit is prefabricated.

Unit Refurbished Type: Select the type of renovation, full or substantial.

Unit Refurbished Year: The field "unit refurbished year" should be completed where there has been complete or substantial renovation. Complete renovation is deemed to be when about 70% of the construction has been replaced and substantial renovation when about 50% of the structure has been replaced. They should be recorded in the "Additional Information" appearing at the bottom of the screen, giving the details of the renovation e.g. if floors, windows, bathrooms, plumbing and / or electrical installation, cabinets, etc were changed.

Unit Floor number: Enter the floor number where the entrance of the unit is found. (e.g. 3rd).

Flat number: Enter the door number, if applicable. Where there are more than one units in the same building, in the field **orientation of the unit**, enter the orientation of the unit (e.g. west, middle, east, etc.).

Unit floor total number: Enter the total number of floors in each unit.

Unit View Type: The description corresponding to the unit should be selected, namely:

- **Restricted:** Where there are obstacles which block the view, for example, a unit in the basement.
- **Standard:** Units with **no view** attracting interest.
- **Premium:** Units overlooking green areas, or forest or having unobstructed views of the surrounding area.
- **Seaview:** Units adjacent to the beach or having direct sea view.
- **Spectacular:** Units which have a unique, unobstructed view, combining mountain and sea.

Unit Disability: Select the **problems** that have been observed in the shell, masonry and other parts constituting the unit, such as caving, cracks, rot and moisture. In order to record any of the above, as a problem, it should be observed extensively in the largest part of the unit.

Area of the unit:

Depending on the use of each unit, the areas should be calculated in square meters, separately for each area of the unit, e.g. enclosed area, mezzanine, auxiliary room, covered verandas , etc and completed in detail, in the respective field in the column on the type of unit in question.

- **Fiscal Unit Enclosed Extent** is the total interior space of the unit.
- In the case of **shops**, enter the area in the "Walled Area ", only where the shop consists of ground floor only. The area of the mezzanine should be entered separately in the respective field, "**mezzanine**". If the shop consists of several floors then the area should not be entered in the "Fiscal Unit Enclosed Extent ", but in the fields related to each floor separately (" ground floor ", " first floor ", " other floors ").

- The areas of **verandas**, should be recorded separately in the respective fields of the units.
- "**Unit parking place number**". Enter the number of parking spaces belonging to the Unit, not their area. Select the unit parking place type.
- The extent of **semi-basement, basement, outbuilding, ancilliary and pool** should be entered separately in the respective fields of each unit only where they belong to the specific unit. Where the above areas are shared by all units or where the unit to which they belong are not specified, they shall be entered in the field "**Unit other remarks**» to be found on the screen of the plot.
- Where part of shed or basement is used as parking space, the **number of parking spaces** should be entered in corresponding field. The position where the parking spaces are found should not be calculated in the area of the shed or the basement

Unit access relation to road: Enter the applicable relationship, i.e. whether it abuts the road on one side, is a corner shop etc. Where the shop is inside the building, that is it has no facade on a public road, enter "**Interior Shop**".

The height of the industrial unit (unit eaves height) should be entered in meters, i.e. the distance from the ground to the highest point of the roof.

Economic Obsolescence: It should be recorded in the "**Additional Information**" field, where the building has no economic value. This usually concerns older buildings that do not meet current needs and do not have the highest and best use, according to the existing town planning zone. Their maintenance is not economically viable and they will be demolished when the property is developed.

Examples:

1. A house aged over 40 years on a plot with a high built-surface ratio in a residential area suitable for the construction of a block of flats, or in a commercial zone, provided that is not used for commercial purposes, such as a restaurant, shop, office etc.
2. Old houses in the core of villages which are abandoned, with damaged doors and windows, roofs, etc., requiring major renovation if they are to be inhabited.

Details of Deletion

Deletion Details ▼

Mark For Deletion

Comment

The user may select the field "**Marked for Deletion**" if an existing unit has been demolished or created by mistake. In the field "Comment" enter any information concerning the demolition of the unit, including year of demolition, the number of demolition permit etc.

After completing the work the user activates the option **"Save"**. After saving, the user automatically returns to the previous screen.

If the **"Cancel"** option is activated the user returns to the previous screen without saving changes.

Addition of a building

The user can select **"Add Building"** to add new buildings to the property. By activating in the building the option **"Add Building"**, a new screen opens showing the following fields:

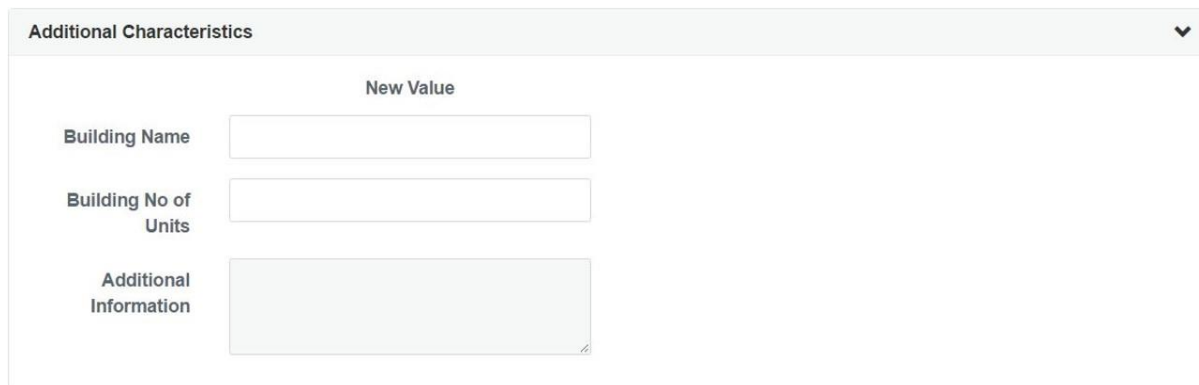
Details of the building

At the top of the screen the details of the building are shown



The screenshot shows a form titled "Building Details". Below the title, there is a label "Sub Property Kind" followed by an asterisk and a dropdown menu. The dropdown menu is currently set to "BUILDING".

Additional characteristics



The screenshot shows a form titled "Additional Characteristics". Below the title, there is a label "New Value". The form contains three input fields: "Building Name", "Building No of Units", and "Additional Information".

The characteristics of the building are shown. Please note that it is mandatory to maintain all the characteristics of the building, so as to give a true picture of each property.

The left of the screen shows the **"New Value"**, i.e. the characteristics to be entered by the user.

After filling in the characteristics, please select the function **"Save"** at the bottom of the screen. With the option **"Save"** the building with its characteristics are saved and you return automatically to the screen for the creation of a new unit, giving the following message



Addition of a Unit

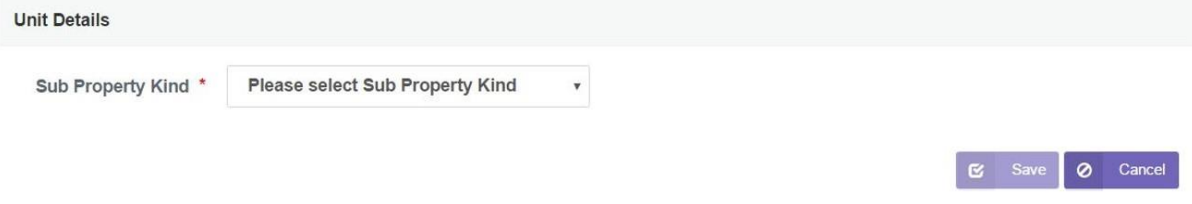
A new unit may be added to an existing building or a new building.

For the creation of the first new unit, the screen of the unit as described above opens up automatically.

If you proceed to the creation of the unit in an existing building please select the function "**Add Unit**" when a new screen opens showing the following fields:

Unit Details

The top of the screen shows the details of the unit



In the field "**Sub property Kind**", select the type of each unit, according to the permit issued by the competent authority.

The following types of units have been established:

- **HOUSING UNITS** includes Houses and Apartments
- **COMMERCIAL UNITS** includes Shops, Offices, Garages and Showrooms etc.
- **INDUSTRIAL UNITS** includes Laboratories, Industrial Warehouses, Factories, etc.
- **PUBLIC SERVICES AND ORGANISATIONS OF PUBLIC INTEREST** includes the Police, Forest, Fire Stations, Electricity Substations, Broadcasting and Telecommunication stations.
- **COMMUNITY SERVICES** includes Schools, Kindergartens, Public Nurseries, Orphans' Homes, Gyms, Sports Halls, Hospitals, Clinics.
- **RECREATION AND ENTERTAINMENT** includes Museums, Cinemas, Theatres, Libraries, Cafeterias, Restaurants, Recreation Centers.
- **FARMING UNITS** includes livestock premises, pens for farm animals etc

Additional Characteristics

There follow the characteristics of the unit. The characteristics are divided into mandatory and additional characteristics. The required characteristics have been chosen as minimum characteristics that must be completed in order to submit the application electronically. It should be noted that it is mandatory to maintain all the characteristics of the unit, so as to give a true picture of each unit.

The left side of the screen shows the "**New Value**", i.e. the characteristics that will be entered by the user.

The characteristics of the Unit to be entered are explained in the paragraph "**Editing the Unit**" above.

After completing the characteristics, please select the function "**Save**" at the bottom of the

screen. With the option **"Save"** the unit and its characteristics are saved and the screen with the general characteristics of the property opens automatically, showing the new unit which has been created.

Detailed Building/Unit Information								
Registered	Registration Date	Unit Subproperty Id	Sub Property Kind	Common Share	Building Id	Building Name	Mark For Deletion	Comment
		New	OFFICE		New	TEST		

[Details](#)
[Edit](#)
[Delete](#)

To the left of the unit there are the options **Edit, Details, Delete.**

4. Attachment Data

Once the user has finished editing the valuation characteristics he may choose tab 4 "Attachment Data" to attach documents supporting the application.

It is necessary to be attached the following files:

- Permits issued for the property
- The cadastral plan of the development
- Floor plans of all units
- Photos of buildings (3-4 for each property)

1. General Information
2. Property Selection
3. Correction of Fiscal Characteristics
4. Attachment Data
5. Delivery Method

Upload File
 Upload Folder
Drag and Drop your files Here

Only TXT,DOC,XLS,PPT,PDF,PNG,GIF,JPG,JPEG,DWG,DXF,ZIP,RAR,7Z files allowed. Max size: 4MB

Resume All
Pause All
Cancel All
Size: 0 Bytes

Attachments

File Name	Create Date	
N314_units.pdf	28/04/2017	Delete
architecture_plans.pdf	28/04/2017	Delete

The screen shows the following options:

- **Upload File:** The user can upload a file from the Browser.
- **Upload Folder:** The user can upload the files existing in a folder from the Browser.

- **Attachments:** The user can see the attachments that have been uploaded and the creation date of each file.
- **Deletion:** The user can delete a file attachment.

Saving a rough draft if the application

The user may proceed to saving a rough draft of the application by choosing the function "**Draft**" appearing at the bottom of the screen. The application will be saved in the system without being completed and an application number will be given which will allow the user find the specific application on the page "**My Applications**" and complete it or cancel it.

Submission of the application

By selecting Submit, the application is completed, and the message is given that the application has been submitted successfully. Details of the submission are also given

Application submitted successfully!

REPUBLIC OF CYPRUS | MINISTRY OF INTERIOR
DEPARTMENT OF LANDS AND SURVEYS

CITIZEN PORTAL | ELECTRONIC APPLICATIONS | INTERACTIVE MAPS | INSPIRE GEO-PORTAL

Dashboard

My Applications

Account

Inquiry

Submission Details

Print

Application	Submitted By
# DLS67639	Δήμος Στροβόλου
Application Type: SUBMISSION OF GENERAL VALUATION DATA	Authorised ID Number: [REDACTED]
Submission Date: 02/05/2017	Applicant ID in DLS: [REDACTED]
Status: Submitted	Phone Number: [REDACTED]
	Email: [REDACTED]

Viewing the details of the application

The user has the option to review the details of his application in two ways:

1. Selecting the button "**My Applications**" appearing on the left side of each screen.
2. Immediately after submission, by selecting directly the numbers of the electronic application from the confirmation of application screen.